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8 March 1954

Executive Assistant to DCI

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NO CHANGE in Class. ☐

Director of Training

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BDA Memo, 4 Apr 77

Weekly Summary Report

Auth: DDA REG. 77/1763

Date: 27/01/78 By: 008

1. Representatives of the Office of Training met with the Director of the Foreign Service Institute and members of his staff to discuss arrangements for another summer program at the University [REDACTED] (Program E). A total of thirty-five participants is expected and this Agency has been guaranteed ten spaces for the program. Some revisions in the curriculum at [REDACTED] are planned and the series of briefings at the Foreign Service Institute in June are to be redesigned.

2. The Clandestine Services Training Committee has pointed out that there has been an increasing trend lately of sending U. S. deep-cover agents to the field in a case officer capacity. Some of these persons will have to operate with minimal direction, guidance, operational and administrative support. On occasion, experts from Finance, Administration, Registry, or other appropriate offices have been called in to assist the Office of Training as needed. However, if such training now will be required regularly, this procedure would be impractical and would constitute a security problem at our safehouses. It would be more desirable for such instruction to be handled internally. Deep-cover case officers who, because of the area or operational circumstances, will be required to operate independently should also receive the most intensive training possible in all aspects of clandestine field operations. A study will be made within the Office of Training to determine how training can be made more helpful for such covert employees.

3. The new procedure for selecting candidates for the Junior Officer Training Program is a definite improvement over previous practices. Thorough screening and testing under the auspices of the Assessment and Evaluation Staff have saved time by eliminating undesirable candidates prior to interview, and avoiding the poor public relations practice of false encouragement to such candidates by requesting them to be interviewed. The willing cooperation of the Chief, Placement and Utilization Division, Office of Personnel, in delegating powers of review before employment to the Chief, Junior Officer Training Division, has minimized duplication of effort with resultant savings in Agency time and money, yet with no loss in effectiveness. Recently, more than forty files of

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candidates nominated by recruiters were screened. Twenty-seven of these were tested, and sixteen, recommended for interview. Previously, each of the twenty-seven tested, plus others, would have been contacted by Agency personnel at least three times. About 50% of these contacts have been eliminated.

4. The first Negro candidate has made application for the Junior Officer Training Program. He has made an outstanding record at Colgate University and his personal, as well as academic, qualifications appear to be of JOT caliber. The candidate's father creates a problem, however. The JOT Panel decided, after consultation with the Security Office, not to test the candidate despite his desirable qualities.

5. In anticipation that a training requirement will arise for a seminar on liaison with foreign intelligence services and American agencies abroad, a proposal for such a course is being drafted.

6. A paper prepared by a high-level former principal agent is being revised and edited for training applicability in certain Clandestine Services programs. The paper gives the agent's opinions and reactions to his handling by American case officers over a period of years.

7. The Chief, [REDACTED] Staff, DD/P, visited [REDACTED] on 25 February and presented to the instructors at the training site a concise and comprehensive coverage of the organization, relationships, and functions of the PP Staff. It is anticipated that a similarly beneficial presentation will be made to the [REDACTED] training personnel by Chief, Paramilitary Staff, in the near future.

8. The initial DD/A Intelligence Refresher Course was completed on 25 February. This course is a part-time, abbreviated version of the Basic Intelligence Course (I) designed for employees of the DD/A offices who have had no previous training in intelligence subjects. In attendance were five students from the Office of Personnel and twenty-seven from the DD/A offices. Over half of the latter were from the Office of the Comptroller. The tentative date of 6 April has been established for the next offering.

9. Five commissioned officers from the Office of Naval Intelligence attended the 25 February Indoctrination Program. One student from the National Security Agency and one United States Air Force representative are enrolled in the Basic Intelligence Course (I) which started on 1 March. Also enrolled in the latter course are six field employees of the Office of Operations, Contacts Division.

10. At the request of Undersecretary of State Robert Murphy, Mr. Dulles has agreed to release Mr. [REDACTED] GS-15, of the

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External and Language Training Division, Office of Training, to serve on the Secretary of State's Public Committee on Personnel. It is understood that this assignment will be of approximately six weeks duration. Mr. [REDACTED] has informed me that his particular task will be concerned with selection, recruitment and training of Junior Foreign Service Officer personnel. Because of the ground-work already done by this Office in its Junior Officer Training Program, it is felt that Mr. [REDACTED] can make a valuable contribution to the Department of State.

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11. The Director of Training returned from California on Monday, 8 March, where he had previewed the training film, "Overglow." This picture on clandestine air operations was filmed at [REDACTED] with a cast of Office of Training and other CIA employees, and was processed by the Air Force film unit at Lookout Mountain, Hollywood, California. Although it has the obvious shortcomings of an amateur production, this new training film far exceeds our expectations and, in my opinion, will turn out to be an excellent training aid for use both by the Office of Training here and by the operating divisions overseas. It is expected that "Overglow" will be ready for showing in Washington during the month of May.

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SIGNED

MATTHEW BAIRD

cc: DD/P
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